



**DEPARTMENT OF THE NAVY**  
**BUREAU OF NAVAL PERSONNEL**  
**5720 INTEGRITY DRIVE**  
**MILLINGTON TN 38055-0000**

5720  
PERS 00J6/20180032  
October 23, 2017

Mr. Michael Robinson  
5720 Integrity Drive  
Millington, TN 38055

Dear Mr. Robinson:

SUBJECT: YOUR FREEDOM OF INFORMATION ACT (FOIA) REQUEST

This is in response to your Freedom of Information Act (FOIA) request of October 19, 2017. You seek a copy of the Human Resource Specialist GS-12 Position Description within the Enlisted Placement Management Branch (PERS-4013). Your request was received in this office (PERS-00J) on October 19, 2017, and has been assigned FOIA correspondence file number CNPC20180032 by this command.

Enclosed is a copy of the responsive Position Description. If necessary, you may contact the undersigned at (901) 874-3165.

Sincerely,

A handwritten signature in black ink, appearing to be "D. P. German", is written over a horizontal line.

D. P. GERMAN  
FOIA/PA Officer  
By direction

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Millington, TN		5. Duty Station Millington, TN		1. Agency Position No. 17091	
Explanation (Show any positions replaced)  Replaces PD MI14906 once all incumbents vacate.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code A469	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Human Resources Specialist (Military)	GS	0201	12	RB	07/11/2017
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
Head, Surface Placement (PERS-4013PS5)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Navy Personnel Command	c. Third Subdivision
a. First Subdivision Career Management Department (PERS-4)	d. Fourth Subdivision
b. Second Subdivision Enlisted Distribution Division (PERS-40)	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Anderson, Todd W. Enlisted Placement Management (PERS 4013)	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Rowe, Kenneth D. Head, Enlisted Placement Management (PERS 4013)
Signature ANDERSON, TODD W. AYNE.1100186396 Digitally signed by ANDERSON, TODD W. AYNE.1100186396 Date: 2017.06.28 10:56:41 -05'00'	Signature ROWE, KENNETH D. EAN.1065993593 Digitally signed by ROWE, KENNETH D. EAN.1065993593 Date: 2017.06.29 13:12:52 -05'00'
Date 06/28/2017	Date 06/28/2017

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
OPM Job Family PCS for Administrative Work in the Human Resources Group, GS-0200, December 2000

Typed Name and Title of Official Taking Action ROHAN BRANCH, HR SPECIALIST	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature BRANCH, ROHAN, OS MOND.1032139864 Digitally signed by BRANCH, ROHAN, OS MOND.1032139864 Date: 2017.07.11 09:50:23 -05'00'	
Date 07/11/2017	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
BIN: 0888813 BSC: 73693, BIN: 2669761 BSC: 73717, BIN 1294710 BSC: 73753 SUPV: 8 BIN 1294744, BSC 73661  
BIN: 1294773 BSC: 73834, BIN: 0888756 BSC: 73777 UIC: 62980 BUS Code: 8888

25. Description of Major Duties and Responsibilities (See Attached)

## **Human Resources Specialist (Military)**

### **GS-0201-12**

#### **Introduction**

This position serves as a Placement Lead in the Placement and Rating Support Section (PERS-4013PS/RS), Enlisted Placement Support Branch (PERS-4013), Enlisted Distribution Division (PERS-40), Career Management Department (PERS-4), Navy Personnel Command (NPC), Millington, TN. The Human Resources Specialist manages and oversees all matters concerning the Navy's Enlisted Placement and Rating Specialist functions as they apply to Shore, Surface, Aviation, Submarine, or Specialized divisions. Incumbent is involved in the analysis and evaluation of a variety of manning and manpower systems, programs, and process to validate and improve effectiveness and efficiency both internal and external to the command. This position ensures the timeliness, accuracy, responsiveness, and validity of the Navy's enlisted placement function.

#### **Major Duties and Responsibilities**

##### **Enlisted Placement (50%)**

Incumbent acts as the Manning Control Authority (MCA) agent and performs the Enlisted Placement function for assigned sea/shore duty activities to ensure Navy-wide Personnel manning thresholds are met. Actions include, but are not limited to, making recommendations on assignments and directing activities to fill critical personnel vacancies including directed manning and must fill requirements. Incumbent also monitors Enlisted Personnel Readiness, ensuring MCA and NPC policies are followed for assigned sea/shore duty activities. Specific responsibilities include:

- Serves as the primary point of contact/command liaison for receiving and reviewing manning inquiries presented by unit Commanding Officers pertaining to Surface, Aviation, Submarine, Shore, or Specialized Placement manning concerns. Independently makes decisions that significantly affect the operational readiness of the fleet and the ability of Navy Personnel Command to provide the right Sailor, at the right time, with the right training, at the best cost to the fleet.
- Constantly monitors Enlisted Personnel Readiness and takes appropriate preventive and corrective manning actions to ensure MCA and NPC policies are followed for assigned sea/shore duty activities.
- Enforces the Enlisted Personnel Manning Report (PERSMAR) process to ensure that commands submit the report in accordance with current MCA directives.
- Provides appropriate Rating Specialist and Placement Coordinator training for assigned personnel, to include, but not limited to: organization and function of the Enlisted Distribution System and how NPC, MCAs, TYCOMs, Budget Submitting Office (BSO) and PERS- 4013 policies affect the assignment of enlisted personnel at all levels.

- Reviews BBD Personnel, Billet, and Distribution Navy Enlisted Classification (DNEC) alignments to ensure that the Placement Coordinators make the necessary updates to produce accurate Rating Control Number (RCN) and NEC Fit/Fill data. Additionally, reviews daily alignment discrepancy reports, sets reasonable deadlines to have the discrepancies resolved, and follows up to ensure actions are complete.
- Maintains a file for each unit assigned that contains pertinent information (i.e., manning inquiries, manpower authorization, emails, and action messages) to be kept for a duration of two years. All correspondence will be replied to within a reasonable timeline as set by PERS-4.
- Ensures Decommissioning (DECOM), pre-commissioning (PRE-COM), and Transitional actions are conducted per the approved MCA and NPC business rules. Coordinates all manning actions with other PERS codes, TYCOM, and MCAs. Provides a copy of the final actions to the applicable MCA.
- Reviews activity personnel files for personnel accounting data errors, advising the activity to take corrective action when necessary. This includes, but not limited to: Expired Prospective Gains (PGs), Prospective Losses (PLs), or Expiration for Active Duty Obligated Services (EAOS); erroneous Projected Rotation Dates (PRDs); and personnel with a "blank" Sea/Shore Duty Commencement Date (SDCD).

Incumbent ensures that BBD alignments, DNEC assignments, and other manning processes are reviewed on a regular basis to maximize the accuracy of corporate manning systems. Incumbent participates in regular reviews to ensure that accession Sailors are not left in an "Awaiting Transfer" or "Awaiting Instruction" status due to a lack of apprentice requisitions. Maintains contact with each key stakeholder organization and provides sound placement and distribution guidance.

#### **Customer Coordination/Service (30%)**

Incumbent provides current and projected enlisted personnel manning data on Units and Activities, provides timely responses to manning inquiries. Reviews activities on a regular basis for personnel assigned in excess of Billet Authorized (BA). Proposes Diverts, Crossdecks, and/or Completion for Duty Tours (COMPTOURS) to fill critical rating and NEC shortages. These particular actions will be done when vacancies cannot be filled through the normal personnel distribution process.

Plans, coordinates, and prepares regularly occurring Fleet Manning Workshops for Navy-wide commands. These workshops have up to 60 people in attendance and are comprised of Type Commander (TYCOM) personnel, unit commanding officers (COs), executive officers (XOs), assistant maintenance officers (AMOs) and other senior personnel concerned with unit manning. Conducts technical presentations (briefings) on Navy ratings, and NEC Fit/Fill metrics, manning inquiries, Projected Rotation Date (PRD) management, Billets Authorized (BA), and other various subject matters pertaining to enlisted distribution.

**Supervision (20%)**

Incumbent is the acknowledged office Lead and is responsible for the Fleet Liaison function for all enlisted rating communities served by the office. Exercises supervisory control over all assigned Rating Specialists and Placement Coordinators within his/her division, which includes up to ten military (E-6 to E-9) and one to two civilian (GS-6 to GS-11) employees.

**Factor 1: Knowledge Required By the Position**

Knowledge of the mission and organization of the Department of the Navy; in-depth knowledge of the Enlisted Personnel Distribution System; the manning policies of the MCAs; and their relation to, and impact upon, each other in order to develop, maintain, and analyze training and unit readiness.

- Knowledge of a wide range of concepts, principles, and practices in a professional or administrative occupation, such as would be gained through exposure to various work assignments; and/or comprehensive knowledge of a technical field and skill in applying this knowledge to the development of new methods, approaches, or procedures.
- Expert knowledge of and skill in applying practices and procedures involved in reviewing, analyzing, evaluating, and synthesizing officer/enlisted billet authorizations and enlisted personnel placement and distribution policies and procedures.
- Expert knowledge of the Career Management System-Interactive Detailing system, particularly as it pertains to Billet-Based Distribution, as well as the Enlisted Requisition and personnel readiness reporting guidelines.
- Thorough understanding of the Navy personnel accounting system principles, processes and techniques for the management of the Navy Enlisted Personnel Distribution System. Possesses technical and functional knowledge to adapt computer support systems to personnel/rating management needs is required in order to extract data to analyze and advise readiness managers.
- Knowledge of ships, squadron, and shore manpower documents, fleet organizations, readiness requirements and Navy training plans is required to maintain rating/unit manning thresholds.
- Possesses a basic understanding of Navy enlisted supply chain processes.
- Knowledge of specific information systems utilized for Navy enlisted personnel distribution, such as: Enlisted Assignment Information System (EAIS), Active Readiness Information System (ARIS), Enlisted Personnel Requisition System (EPRES), Online Distribution Information System (ODIS), Enlisted Master File, Defense Readiness Reporting System-Navy (DRRS-N), and the Fleet Strength Summary System.

- Has an in-depth understanding of Career Management System – Interactive Detailing (CMS-ID), Billet Based Distribution (BBD) and other corporate manning systems as well as how they impact the enlisted personnel distribution process.
- Knowledge of, and the ability to apply information technology (IT) support systems in support of, personnel management accounting/distribution systems to gather and analyze information.
- Ability to establish workflow method and procedures, determine work to be accomplished, and set work priorities.
- Skill in applying a wide range of methods used to gather, analyze, and evaluate information, draw conclusions, and recommend or take appropriate action.
- Ability to establish and maintain effective relationships with, and gain the cooperation of: MCAs, TYCOMs, BSO, squadrons, and Navy commands.
- Ability to develop and deliver presentations at both the O-6 level and the Flag/Senior Executive Service (SES) level, effectively representing the organization on complex, controversial and/or sensitive issues.
- Skill in applying complex fact-finding, analytical and problem solving methods and techniques. Ability to independently gather, assemble, analyze, and display information for strategic leadership decisions, if required. This entails integrating technical and management information.
- Skill in written and oral communication, sufficient to prepare and present findings and recommendations, messages, letters, and technical briefings on Navy ratings, which may include: RCN and NEC Fit/Fill metrics, PERSMARs, Manning Inquiries, PRD adjustments, Operational Holds (OPHOLDS), personnel readiness/leadership flags, and NEC/DNEC changes.
- Ability to carry out specific actions regarding controversial issues, such as Flag reviews and congressional inquiries, as well as implement ideas and concepts.

## **Factor 2: Supervisory Controls**

The Human Resources Specialist reports directly to the Senior Placement Officer (SPO). The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss: timeframes, scope of the assignment (including possible stages), and possible approaches. Most work is self-generated with the incumbent relying on personal knowledge and skills to independently plan, organize, and execute duties assigned. Objectives are outlined in broad terms; the incumbent is expected to use initiative in defining, planning, and controlling projects and procedures to attain these objectives. Work is evaluated in terms of adherence to technical and non-technical regulations, policies, and procedures, and the accomplishment of established goals and objectives. Wide latitude and flexibility are afforded in carrying out the duties of the work and in resolving problems and issues within the office; the

incumbent frequently interprets regulations on his/her own initiative, applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems, and resolves most of the conflicts that arise. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements.

### **Factor 3: Guidelines**

Guidelines include governing statutes, regulations, and directives pertaining to personnel assignment and distribution and accounting directions received from higher authority. Guidelines are very general in nature requiring extensive interpretation and judgment for application. Guidelines specific to assignments are often scarce, inapplicable or have gaps in specificity that require considerable interpretation and/or adaptation for application to issues and problems. Originality, resourcefulness, and integrity are often required to interpret, adapt and apply guidelines to new requirements, reports, and proposals for this program. The employee uses judgment, initiative, and resourcefulness in deviating from established methods to modify, adapt, or refine broader guidelines to resolve specific issues, which may be complex and/or intricate.

### **Factor 4: Complexity**

The Human Resources Specialist must analyze military personnel distribution, assignment, and accounting problems in order to develop solutions. This will require internal and external communications and a thorough review of previous and related problems and current reports in order to direct appropriate actions to resolve. Incumbent is responsible for preparing research reports and correspondence with detailed recommendations based on Navy assets, training and availability, present and future requirements, and cost analysis of the proposal in relation to the readiness increase achieved. This process can be unusually complex because of the requirements to conform to Department of Defense (DoD), Department of Navy (DoN), and MCA requirements.

### **Factor 5: Scope and Effect**

The work contributes to achieving the Chief of Naval Personnel's vision and mission of increasing efficiency and effectiveness of supply chain operations while operating within the mandated goals, objectives, and priorities as established by the Congress. The Human Resources Specialist provides technical and management assistance to Navy commands' leadership triad or advisors, MCAs, TYCOMs, squadrons, and units involved with fleet manning and readiness. Work involves resolving or advising on complex problems and issues that typically require analyzing and/or troubleshooting a wide range of unusual conditions.

The work ultimately impacts the movement and control of Navy enlisted personnel to Commands and activities located throughout the world.

### **Factor 6: Personal Contacts**

Personal contacts encompass military leaders (including Flag officers), civilian personnel, and contractors from MCAs, TYCOMs, BSOs, fleet activities, and other DoD and governmental agencies. Most contacts are with military and civilian personnel up to the O-6 level, in addition to Flag Officer briefs when required. Travel may be required to perform the job.

**Factor 7: Purpose of Contacts**

Contacts are for gathering information, providing administrative and technical supervision, and for providing advice, exchanging information, resolving differences, and serving to enhance office relations. The purpose of these contacts is to help resolve problems that arise in the placement arena and negotiate necessary changes and/or enhancements to the system. Incumbent works to influence NPC and other higher echelons to accept and implement recommendations on the placement function when incumbent receives inquiries from ship COs or squadron commanders regarding the assignment of personnel to their commands/units.

**Factor 8: Physical Demands**

The work is primarily sedentary, but long distance travel will be required. Work is sedentary, performed in an office setting using desktop computers. Seasonal peak programming typically involves numerous deadlines and work can be stressful. Items carried typically include briefcases, notebooks, working papers, references, data printout, and suitcases. A moderate amount of standing and walking is required in getting to and from meetings, and conferences conducted within and away from the work site. Moderate travel and occasional overtime may be required.

**Factor 9: Work Environment**

The work is performed in an office setting with moderate travel. The work is performed in a typical office environment using desktop computers, and involves standard safe work practices. Work site is properly heated, well lighted, well ventilated, and easily accessible by stairs or elevator. Noise levels are typical of an office where telephones and word processing are utilized. Occasionally, the incumbent may be required to visit other organizations/agencies and other activities to attend meetings, seminars, and training classes on short notice. Travel away from the work site is normally by private automobile, common carrier (e.g., plane, train, etc.) or other public conveyance.

**Other Relevant Information**

On occasion, the incumbent may be required to travel to other geographical areas. This job requires a secret clearance due to the handling of classified materials.